

# Parent Advisory Council

## Grant Application

### FY04

### Guidelines

#### **Description:**

The Division of Special Education is offering this one-time grant opportunity to LEAs to support initial development of Parent Advisory Councils (PAC).

#### **Funds available:**

Sliver grant funding is available for 20 new districts to start a Parent Advisory Council this school year 2003-2004. Three levels of funding are available based upon the district's December 1, 2002 Child Count for children with disabilities as reported to DESE:

December 1 2002, Child Count	Maximum Funding Available
Less than 500	\$ 2500
501 - 999	\$ 5000
1000 or more	\$ 10000

#### **Who should apply?**

Districts without an established PAC should apply.

In order to provide start-up funding to develop a PAC, districts will be funded in the order they are approved until 20 districts have been selected. Districts that expended PAC funds during previous years may not apply.

#### **Timelines:**

The application deadline is September 26, 2003.

## **Additional information:**

Large districts may consider establishing several councils, by building level or for specific age ranges, i.e., secondary, early childhood/ primary. Funds may be expended for any costs associated with council meetings (and activities), including childcare and refreshments or to support any activities related to PAC activities (see below). PAC funds are not to be used for out of state travel.

## **Application:**

All email applications are to be sent to Teresa Tometich at this address: [ttometic@mail.dese.state.mo.us](mailto:ttometic@mail.dese.state.mo.us). (Email applications sent to any other address will not be accepted) In the message subject line indicate "PAC and the county/district code number."

## **Application format: (No form needed)**

The body of the application must contain the following itemized information: (Please number each element)

1. District name
2. County-district code
3. District Contact person's name, phone, and email
4. Description of the projected purpose of the PAC, suggested planning process, intended membership, proposed activities, and anticipated evaluation process.
5. Amount of funds projected to be expended in each of the following broad categories:
  - ♦personnel (whether employed or contracted),
  - ♦supplies,
  - ♦travel, and
  - ♦other (explain other costs).

Districts will be notified via email of their approval for funds in October.

## **Purpose of a Parent Advisory Council:**

The purpose of the PAC is to improve special education services through collaboration between district personnel and parents.

**PAC membership:**

Should include administrators, staff and parents of students with disabilities and without disabilities.

**Activities:**

Establish a Parent Advisory Council that will focus on these activities:

- A. Provide advice to the local districts on special education services,
- B. Coordinate district-wide school, family, and community partnerships in support of special education,
- C. Determine areas of focus, develop long-range plans of action and identify potential funding sources,
- D. Assist in developing parent-teacher support groups,
- E. Devise ways to use mediation effectively,
- F. Track participation of parents of special education students in all district parent councils, committees, etc., and
- G. Provide training for parents and teachers on special education and the IEP process, communication and decision-making skills, and related disability issues.

**End of the year requirements:**

Districts awarded a PAC grant will be required to file an electronic final expenditure report by May 14, 2004. FERs filed after this date will be rejected for pay. Each PAC grant recipient must fully complete the PAC evaluation and submit it by May 14, 2004.

PAC recipients will be e-mailed mid-year a format for the final expenditure report (FER) and an evaluation. No receipts or backup documentation are needed in our office. Instead each district should keep that information in their files for their auditors.

All activities related to this grant should be completed by May 14, 2004. (Invoices do not have to be paid by this date--just activities completed). Payments will be made during June of 2004.

For additional information contact Teresa Tometich at 573-751-0285 or email: [ttometic@mail.dese.state.mo.us](mailto:ttometic@mail.dese.state.mo.us)

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